

SEATTLE FIRE DEPARTMENT

Information Bulletin #2003-2



Fire Inspections for Clubs & Entertainment Establishments

Seattle Fire Department personnel making inspections in clubs and entertainment establishments are making sure that fire code requirements are being met.

Requirements for Clubs and Entertainment Establishments *(Public Assembly Occupancies)*

- ❑ A Certificate of Occupancy (CO) for the building must be posted. The CO will include the approved use category of the building and the maximum occupant load that is allowed in the building, or in various portions of the building.
- ❑ A sign identifying the Occupant Load for each assembly area is required to be posted near the main entrance to that assembly area.
- ❑ A valid Seattle Fire Department public assembly permit must be conspicuously posted if the public assembly has an occupant load of 100 or more persons.
- ❑ Crowds are not allowed to exceed the posted occupant load.
- ❑ During hours of operation, all exit doors must remain unlocked.
- ❑ Exit doors are easily opened without the use of a key or special knowledge. Exit doors are not locked, chained bolted, barred, latched or otherwise rendered unusable.
- ❑ All fire protection systems, including fire alarms, fire sprinklers, rangehoods and fire extinguishers have the proper tags showing they are current in their Confidence Testing requirements.
- ❑ Exit doors and pathways are visible, adequately lit and unobstructed. Obstacles used for crowd control such as I.D. checkpoints or ropes and stanchions do not block or restrict exits in any way.
- ❑ Candles and all other open flames are used only with a valid Seattle Fire Department Open Flame Permit.
- ❑ Pyrotechnics are not allowed, except with a valid Seattle Fire Department Pyrotechnic Permit.
- ❑ Interior decoration, draperies and sound proofing materials meet flame spread or flame resistant standards. Approved documentation by the manufacturer or a commercial fire proofing company is available on the premises indicating materials meet the required standards.
- ❑ Extension cords are not used as a substitute for permanent wiring.

Information about Certificate of Occupancy Requirements

The Seattle Building Code requires that a Certificate of Occupancy (CO) be posted in a conspicuous place and not be removed except by the building official. Fire Department inspectors will request to see the CO for your building because it indicates important information about the fire safety features of your building.

If you do not have a CO, or if the CO indicates an occupancy classification inconsistent with the actual use of the building, you may be required to obtain a new CO from the City of Seattle Department of Design, Construction and Land Use (DCLU). There is an exception for buildings built prior to 1956 which still are in their original use.

Refer to *DCLU Client Assistant Memorandum 120* for additional information on obtaining a Certificate of Occupancy. The bulletin is available on-line from the DCLU web site at www.cityofseattle.net/dclu

Please note that if you conduct a record search at DCLU and are not successful in obtaining a Certificate of Occupancy consistent with your use of the building, you are advised to visit the DCLU Applicant Services Center and speak with staff about the requirements to obtain a new CO. Visit DCLU's web site for more information about the location and service hours for the Applicant Services Center.

Flame Resistant Requirements of Decorative Materials

Decorative materials in assembly occupancies are required to be flame resistant in accordance with national standards, such as those established by National Fire Protection Standard 701 or the California State Fire

Marshal. Decorative materials include wall hangings, draperies, curtains, banners and other decorations. Dining tablecloths are not considered decorative material and are not required to have proof of flame resistance.

Documentation by the product manufacturer or a certificate of flame resistance by a commercial flame proofing company is required as proof of flame resistance for combustible decorative materials.

It is not acceptable to treat decorative materials yourself by applying a flame resistant coating treatment. Consult the yellow pages or on-line directories for flame proofing services.

Emergency Procedures

An emergency plan identifying exit routes, staff duties, quarterly employee drills and fire safety equipment is required for new occupancies, and recommended for existing public assemblies.

Please see Seattle Fire Department Bulletin #2003-4 Emergency Procedures for Public Assemblies for additional information.